

PURCHASE ORDER

Department of Social Welfare and Development

Field Office VII

cor. MJ Cuenco Ave. & Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	AZIA SUITES AND RESIDENCES INC.	PO No.	DSWD7-18-263
Address:	Rahman Ext. Cebu City	Date:	05/09/2018
Contact No.:	260-1111/0916-509-9761	Mode of Procurement:	Lease of venue
Contact Person:	Lyn L. Salomon	TIN:	418-453-920-000
Gentlemen:			

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Cebu City	Delivery Term:	Upon actual date of activity		
Date of Delivery:	Pls. see dates stated below	Payment Term:	within 30 calendar days after the activity & receipt of billing.		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount

Provision of catering and venue for the activity.

Title of Activity:

**Regional Juvenile Justice and Welfare Committee-
7 Coordination Meeting for CY 2018**

Availability:

pax	May 17, 2018	20	550.00	11,000.00
pax	August 2, 2018	20	550.00	11,000.00
pax	October 4, 2018	20	550.00	11,000.00
pax	December 6, 2018	20	550.00	11,000.00

Live out (Lunch, AM and PM snacks with venue rental)

Location:

- Cebu City

Neighborhood Data

- The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.

total before tax

44,000.00

5%

1,964.29

2%

785.71

Gross Amount

41,250.00**Amenities****a. Conference Room**

- Use of (1) Function room (7am – 7PM) that can accommodate the indicated number of pax;

- (Pls. specify name of function or function number in the "statement of compliance" column.)-OMADA 1

- Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.

b. Space Requirements:

- Registration/working table for secretariat, small table near projector

- Conference / U-Shape Arrangement.

c. Light, Ventilation and Air-conditioning

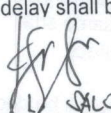
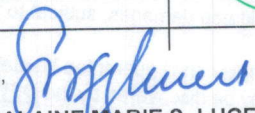
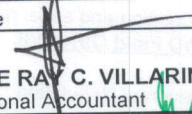
- Proper light ventilation and air-conditioning

d. Audio Visual Requirements:

- Use of one LCD projectors for presentation with screens for function room.

- Complete audio-visual with at least 3 microphones

- There has to be on-call operator to assist in the AV needs.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • Audio-visual must be set up at least 1 hour before the activity. • No electrical charge for the use of own equipment or charging of laptops. <p>e. Other Requirements:</p> <ul style="list-style-type: none"> • Use of whiteboard, extension cords and Philippine Flag • Enough parking space and provides welcome banner • Has enough number of stand-by waiters to assist participants <p>Catering Services:</p> <ul style="list-style-type: none"> • Meals: Rice, soup, 3 main dishes (vegetable, fish not cream dory, chicken, pork and beef), dessert (preferably fruits) and natural juices • AM/PM Snacks: burger/sandwiches/pasta and natural juices • Others: Flowing coffee, tea; purified drinking water • No softdrinks <p>Purpose: Regional Juvenile Justice and Welfare Committee-7 Coordination Meeting for CY 2018</p> <p>PR Ref.(PR No.DSWD7-18-0417)</p>			
(Total net amount in word)		Forty one thousand two hundred fifty pesos			41,250.00
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.					
Conforme:		 <u>KC LYN L SALOMON</u> Signature over Printed Name of Supplier <u>5/15/18</u> Date	Very truly yours,  5/15 SHALAINIE MARIE S. LUCERO Director III/ ARD for Operations		
Funds Available:		 LOUIE RAY C. VILLARIN. CPA Regional Accountant	ALOBS No. : _____ Amount : _____		

AO 6/15/02
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